



**AN INTERNSHIP REPORT  
AT PT PERTAMINA (PERSERO) MOR VII MAKASSAR**

**Submitted to the Faculty of Languages and Literature, Universitas  
Negeri Makassar as the Partial Fulfillment of the Requirement  
for the Diploma Degree**

**by :  
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**BAHASA INGGRIS D-III STUDY PROGRAM  
ENGLISH DEPARTMENT  
FACULTY OF LANGUAGES AND LITERATURE  
UNIVERSITAS NEGERI MAKASSAR  
2020**

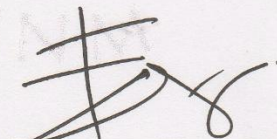
## PERSETUJUAN PEMBIMBING

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Setelah laporan ini diperiksa dan diteliti, maka laporan ini memenuhi syarat untuk  
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Makassar, 23 Januari 2020

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## PENGESAHAN SEMINAR AKHIR LAPORAN PKL

Laporan dengan judul **AN INTERNSHIP REPORT AT PT. PERTAMINA (PERSERO) MOR VII MAKASSAR** atas nama **Nur Fadhilah, NIM 1752132016**, diterima oleh Panitia Seminar Akhir Laporan PKL Program Studi Bahasa Inggris D-III, Jurusan Bahasa Inggris, Fakultas Bahasa dan Sastra, Universitas Negeri Makassar, dengan SK No.196/UN36.5/EP/2020 untuk memenuhi persyaratan guna memperoleh gelar Ahli Madya pada Program Studi Bahasa Inggris D-III pada tanggal 23 Januari 2020.

Makassar, 23 Januari 2020


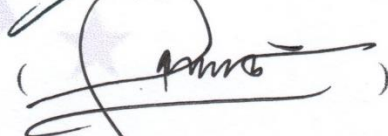

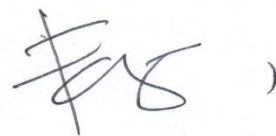
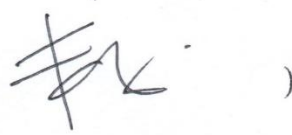
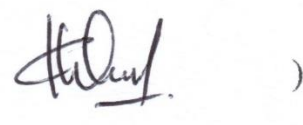
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Makassar, January 8, 2020

Nur Fadhillah

# **CHAPTER I**

## **INTRODUCTION**

### **A. Background**

Nowadays, the development of today's world is very rapidly with the increasing need to be fast and efficient. As in a company, it takes human resources who need technology to preserve the quality and productivity of the business. Therefore, human resources are of high quality and insightful needed to be competitive in the world of work. One that provides opportunities for students to get to know the world of work by participating in fieldwork activities.

The need for this capability, which requires training and effort in earnest. This kind of increasing capability is called internship. Although the internship activities are only orientation and introduction, an internship has an important function as the academic viability of the students.

Universitas Negeri Makassar is one of the universities that apply fieldwork practices. One of the study program in Universitas Negeri Makassar that specifically applies internship is Business English Study Program. The internship is one of the compulsory subjects in the curriculum of the Business English Study Program it requires four Semester Credit Units (SKS). The basic purpose of work activities is to improve the ability and knowledge of Business English students in terms of English language skills, management, accounting, computer skills, and communication that are often used in the world of work. The internship can help improve science

in the field with the knowledge that has been studied and discussed in study program. Students are given two months to carry out an internship.

Based on the description above, the writer conducted her internship at PT Pertamina (Persero) Marketing Operation Region (MOR) VII. To see how the writer finding out about the working activities at PT Pertamina (Persero) Marketing Operation Regional (MOR) VII, the following illustration is given.

## **B. The Objectives of the Intership**

Based on the background which is mentioned above, the objectives of the internship are as follows :

1. To find out the implementation system in Human Resource Management.
2. To obtain cooperation between Business English Study Program and PT Pertamina

## **C. The Significances of the Internship**

### **1. Theoritical Significances**

It gives insightful contribution to the concept of ; Etika dan Kepribadian, English for Secretary, Public Speaking, Excel for Business, Introduction to Computer and English for Accounting.

## **2. Practical Significances**

A practically contributive improvement in figuring internal services procedure such as inputting data, recapitulating bills and getting experiences about professionalism and ethic behavior in working area.

## **CHAPTER II**

### **GENERAL DESCRIPTION**

#### **A. General Description of PT Pertamina MOR VII**

##### **1. Brief History**

PT Pertamina (Persero) Marketing Operation Region VII Makassar or commonly called PT Pertamina (Persero) MOR VII Makassar is one of eight units of marketing operations at the Directorate of Marketing and Trade (DIT. PDN). PT Pertamina (Persero) was established by Central office dated on 30<sup>th</sup> October, 1978 . Director of PT Pertamina, Joede Sumbono and 100% of its shares owned by the government.

Pertamina was originally established in 1957 agreed on 10 December under the name of PT Perusahaan Minyak Nasional (Permina). Then in 1968 reached on 20 August merging between PN PERMINA engaged in the production, with PN PERTAMIN engaged in marketing, bringing together labor, capital, and resources which are very limited at that time. The combined company is called PN. Pertambangan Minyak dan Gas Bumi Nasional (PERTAMINA).

To strengthen this State-Owned Enterprise, the government issued Law No. 8 of 1971 which contained PERTAMINA's role as the only state-owned company assigned with managing and producing oil and gas from

oil fields throughout Indonesia, processing them into various products and providing and serving the needs of fuel oil & gas throughout Indonesia.

Over time, facing the dynamics of change in the national and global oil and gas industry, the government implemented Law No. 22 of 2001 concerning Oil and Gas. In the case of the application, PERTAMINA has the same position as other oil companies.

On September 17, 2003, Pertamina changed to PT Pertamina (Persero) based on Government Regulation No.31 of 2003. Then, on December 10, 2005, in an effort to face business competition, PT. PERTAMINA changed the logo from the seahorse symbol to an arrow with three basic colors blue-green-red. The logo shows elements of dynamism and hints at the environmental insights applied in the Company's business activities.

Furthermore, in 2006, PT Pertamina (Persero) carried out a fundamental transformation and changed the company's vision of "Becoming a World-Class National Oil Company", which could eventually be refined in 2011 to become the vision contained in the vision and mission used by the company until now.

Pertamina has vision and mission which has been discussed and approved by Board of Commissioners, Board of Directors, and Shareholders on 14 June 2011 in Extraordinary General Meeting of Shareholders (RUPSLB) to stipulate Company's Long-Term Plan (RJPP) in 2011-2015.

The latest Corporate's Goals was legalized simultaneously with legalization of the RJPP 2015-2019 on 23 December 2015

## 2. Vision and Mission

PT Pertamina has vision and mission as mentioned below :

- **Vision :**

“To be a world class national energy company”

- **Mission :**

“To carry out integrated core business in oil, gas, new and renewable energy base on strong commercial principles”

## B. Organizational Structure of PT Pertamina MOR VII Makassar

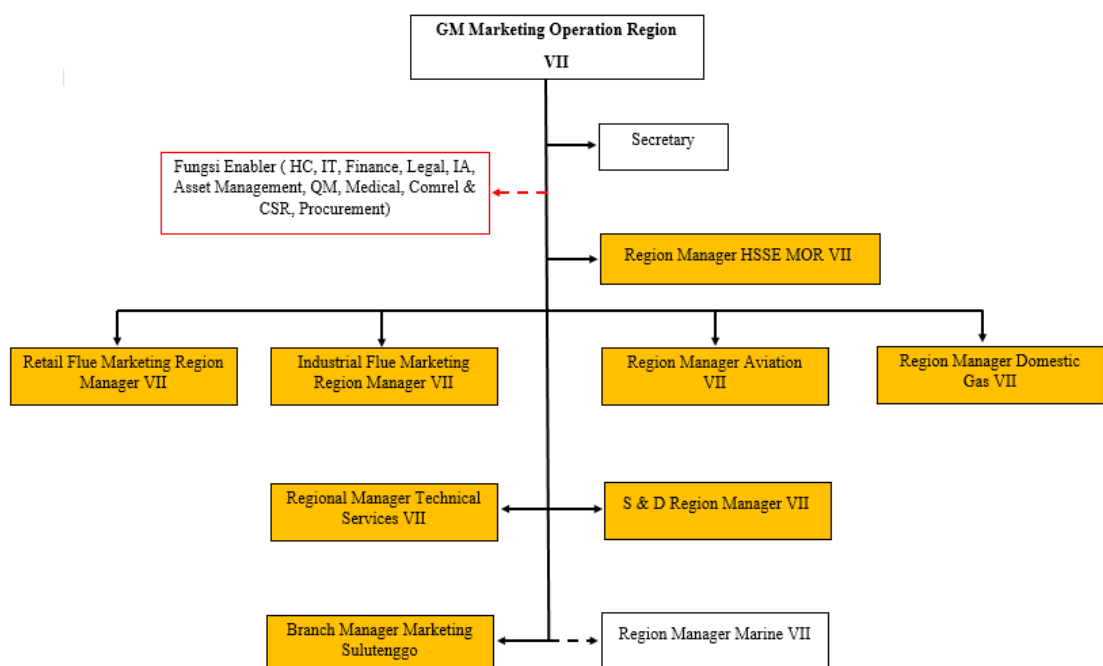


Figure 2.1 Organizational Structure of PT Pertamina MOR VII Makassar



## **C. The Activities of Organization Structure**

### **1. General Manager MOR VII**

1. Formulating targets and marketing strategies,
2. Managing and controlling all the resources and funds,
3. Organizing the management of the company's activities
4. Monitoring the supplier to coordinate activities that supplement the supply, transportation and distribution of products,
5. Signing a business relationship,
6. directing and maintaining the functions and activities.

### **2. Region Manager HSSE (Health, Safety, Security, and Environment)**

#### **MOR VII**

1. Monitoring work safety and fire prevention.
2. Monitoring environmental quality.
3. Preventing pollution and waste management.
4. Monitoring occupational health in operational activities.
5. Monitoring company security.
6. Managing emergencies.
7. Conducting recovery efforts.
8. Preparing and conducting HSSE investigations.
9. Conducting HSSE audits so that Operational Area Marketing Operation Region VII operations run safely.

### **3. Region Manager Retail Fuel Marketing VII**

1. Preparing marketing strategies.
2. Executing sales plan
3. Researching market
4. Implementing procurement and storage of promotional items and office facilities, building relations and corporate communication activities related to gas stations.
5. Achieving the company's target in selling BBM/BBK in the Retail Fuel Marketing Region VII Function.

### **4. Region Manager Industrial Fuel MOR VII**

1. Researching market
2. Preparing of marketing strategies.
3. Marketing plan execution.
4. Preparing regular management reports.
5. Preparing sales contracts.
6. Building relations with stakeholders.
7. Managing customer relationships, and
8. Making external communication

### **5. Region Manager Supply and Distribution MOR VII**

1. Receiving, hoarding and distributing BBM/NBBM, goods and services to all BBM terminals in Region VII;

2. Managing cooperation and building relations with regulators, stakeholders and customers related to supply and distribution activities;
3. Managing licensing documents and cooperation agreements;
4. Constructing and maintaining reliability of facilities and facilities on a regular basis;
5. Managing business performance;
6. Implementation quality management and program improvement;
7. Managing HSSE (Health, Safety, Security and Environment).
8. Managing risk registers and work unit budgets in order to support S&D operational activities in the Regional Supply and Distribution Function VII.

#### **6. Region Manager Aviation MOR VII**

1. Preparing the supply, receiving, stockpiling and refueling plan into the plane/defueling from the BBMP (Bahan Bakar Minyak dan Pelumas Penerbangan) product plane;
2. Executing sales plans, recording of oil flows;
3. Building relations with stakeholders and customers.
4. Implementing procurement of goods, services, vendor management and management of public.

## **7. Region Manager Domestic Gas MOR VII**

1. Researching market, marketing strategies, marketing plans execution, sales plans execution and customer relations;
2. Supplying, receiving, warehouse/storage management, distribution, and monitoring LPG and gas product packaging activities;
3. Implementing procurement and vendor management; collaboration, relations & communication activities with regulators & stakeholders.

## **8. Region Manager Technical Service MOR VII**

1. Constructing, maintaining & inspecting asset/facility facilities, budget management both ABI (Anggaran Biaya Investasi) and ABO (Anggaran Biaya Operasi) Technical Services functions.
2. Implementing procurement of goods and other services.
3. Licensing activities, preparing of contractual cooperation.
4. Managing HSSE, risk identification & risk response management, and vendor management.

## **9. Branch Manager Marketing Sulutenggo**

1. Preparing management reports, marketing activities, sales, distribution, storage management, recording of oil flow transactions.
2. Managing employee data, building relations with regulators, stakeholders, media and customer relations.
3. Managing facility support

#### **10. Region Manager Human Resource MOR VII**

1. Verifying workforce requirements, employee transfer process, LNA identification and evaluation of employee training proposals,
2. Managing industrial relations (discipline & grievance) and handling of cases that occur, compensation administration, labor and employee data, managing workers and OS vendors, and
3. Responding information needs and fostering relationships with MOR Sulawesi to support the operationalization of coaching and optimal development of Human Resources in order to achieve company targets.

#### **11. Region Manager Legal MOR VII**

Verifying documents such as company's articles of association, company asset documents (land certificate, Proof of Vehicle Ownership, etc.), documents regarding licensing and approval of the company, the corporate tax document.

#### **12. Region Manager Finance MOR VII**

1. Managing all financial transactions and to support the business processes of companies in the area,
2. Recording the movement of oil reports, Budget consumption, recording of assets, tax record.

#### **D. Positions and Personnels**

1. General Manager : Chairul Alfian Adin
2. Secretary : Khadijah Nur Basita Latuc
3. Region Manager HSSE : Yock Yorlando
4. Region Manager Retail Fuel Marketing : I Ketutu Permadi Aryakuma
5. Region Manager Industrial Fuel Marketing : Jeffri Afandi
6. Region Manager Aviation : Sandi Ali Rahman
7. Region Manager Domestic Gas : Isfahani
8. Region Manager Technical Service : Agus Triyono
9. Region Manager Supply and Distribution : Erwin Dwiyanto
10. Branch Manager Marketing Sulutenggo : Addieb Arselan
11. Region Manager Marine : Yada Prawira Ganta
12. Human Resources Department : Nurdin Tri Wibowo
13. Region Manager Legal : Yuri Hermansyah Koem
14. Region Manager Finance : Isprijadi

#### **E. Job Descriptions**

During internship at PT Pertamina (Persero) Marketing Operation Region VII Makassar, the intern did the following responsibilities :

1. Managing Document : archiving document contract lease of the home office, receiving incoming bills from PT Pattma Indah Interland such as labor cost data TKJP ( Tenaga Kerja Jasa Penunjang), Overtime bills,

business trip bills, write a list of bills in the bills book and bring it to finance division, scanning document and copying document.

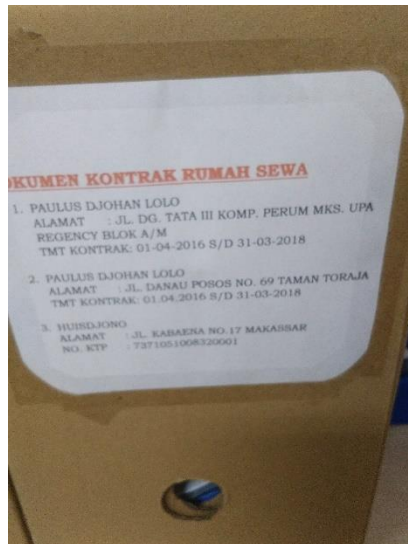


Figure 2.2 Archiving document

Figure 2.3 Incoming bill from PT Pattma Indah Interland

Figure 2. 4 Incoming bill from PT Pattma Indah Interland

Figure 2. 5 Bills book



## 2. Recapitulating of bills, receipt, business trip bills, and overtime bills.

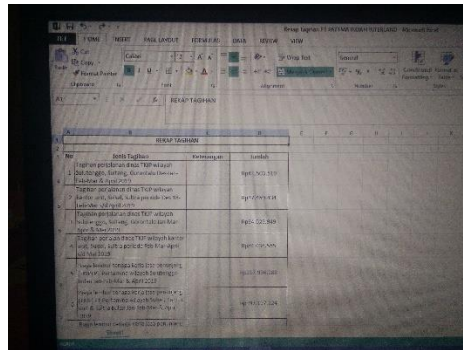


Figure 2. 6 Recapitulating of bills

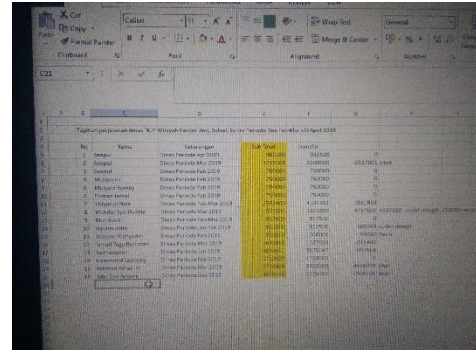


Figure 2. 7 Recapitulating business trip bills

## 3. Inputting data : contract lease of the home office, PT Pertamina worker clothes size data, Distance Terminal BBM MOR VII, inputting socialization bill.

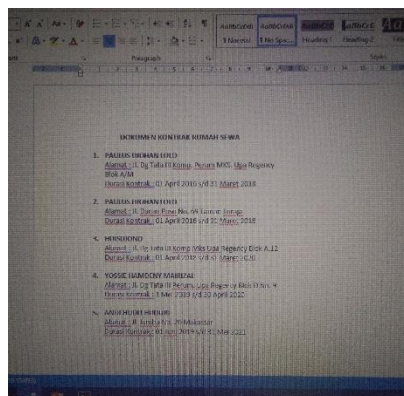


Figure 2. 8 inputting contract lease of the home office

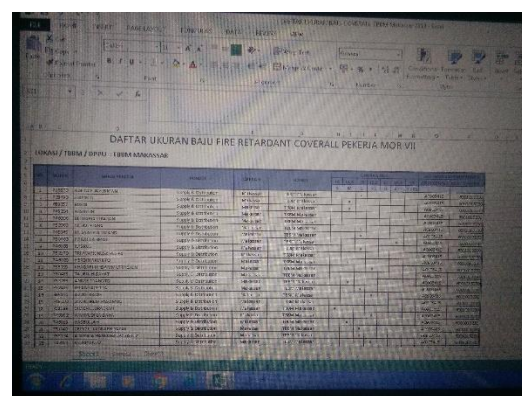


Figure 2. 9 inputting PT Pertamina worker clothes size data

4. Checking the completeness of the letter and document.

KETERANGAN & PENJELASAN  
Tahun 2018  
No. 950/P/2021/9

	Tanggal	Uang Harian & Uang Makan	Alkoholosa	Trans Lokal	Trans B5/P16
2	22-Jan-19		1		
3	23-Jan-19		1		
3	24-Jan-19		1		
4	25-Jan-19		1		
		4	3	0	

1	Uang Harian & Uang Makan	=	4 x Rp.	150,000	=	600,000 ✓
2	Alkoholosa	=	3 x Rp.	250,000	=	750,000 ✓
3	Trans Lokal	=	0 x Rp.	90,000	=	0,000

Sub Total	=	1,350,000
Pengor Dinas	=	
Total	=	1,350,000

PP Pengantar kepada Intermed

(ditanda 1 x 1)

catu

Figure 2. 10 Cheking the  
completteness of business trip bills

[illegible]

Figure 2. 11 Cheking the  
completeness of contract letter

## **CHAPTER III**

### **SPECIFIC DESCRIPTION**

#### **A. Place of Internship**

The intern has completed the internship at PT Pertamina (Persero) MOR VII which is located on Jalan Garuda No. 1 Makassar, Sulawesi Selatan. The distance is about 6,0 km from UNM Parangtambung.

#### **B. Time of Internship**

The internship was conducted for 2 months started from June 10, 2019 to August 09, 2019. The working days were five days in a week from Monday to Friday and the working hours started from 07.30 am – 16.30 pm. The officers had break time to lunch and execute prayer, available time is one hour from Monday to Thursday 12.00 am – 13.00 pm, and two hours on Friday 12.00 am – 14.00 pm.

#### **C. Internship Procedure**

##### **1. Before Internship**

Before conducting the internship, the intern did the following steps :

1. Sending internship application letter
2. Receiving the acceptance letter from PT Pertamina Marketing Operation Region VII (MOR VII) Makassar

3. Confirming the acceptance from PT Pertamina Marketing Operation Region VII ( MOR VII) Makassar

## 2. **During Internship**

During the internship the intern did the following steps :

1. Observation

The intern directly observed the staff daily work, responsibilities, and operational system.

2. Interview

The intern asked the supervisor and senior supervisor HRMs about the duties and functions of each staff, each division, how to input data and archiving documents.

3. Documents

The intern collected data from staff, and from the official website of PT Pertamina (<http://www.pertamina.com>).

## **CHAPTER IV**

### **OUTCOMES AND BENEFITS**

#### **A. Outcomes**

During an internship at PT Pertamina (Persero) MOR VII Makassar, the intern was in Human Resources Unit Manager MOR VII. She applied knowledge and skills about :

##### **1. Computer and Application**

Inputting job orders in the Human Resources System at PT Pertamina (Persero) MOR VII Makassar using microsoft office application such as, Microsoft Word and Microsoft Excel.

##### **2. Management**

- Managing and collecting office document
- Recapitulating bills, business trip bills
- Archiving document
- Replicating document
- Scanning document
- Distributing document to other division
- Stamping the logo of PT Pertamina.

##### **3. Communication**

Communicating with staff at HR division and others divisions staff, answering the telephone and speak politely. For examples :

- “Good Morning sir / ma’am”

- “excuse me, what can I help you?”
- “Please sign here sir / ma’am”
- “Good afternoon, I would like to speak to Ms. Uci...”

#### 4. Interpersonal skills

- Coming and executing work on time in the daily work
- Smiling to staff and the supervisor
- Cooperating with staff and
- Performing willingness to listen to staff directions.

### **B. Benefits**

#### 1. For the Intern

- a. Improving and practicing the material from the university and the real world of work.
- b. Learning how to communicate effectively and politely with older people in office area.
- c. Gaining direct experience of working world such as cooperation, time management, and creativity, as a preparation to entering the working environment at the company.

#### 2. For the Students of Business English Study Program

- a. Giving opportunity to student tasting the work of world
- b. Introducing the students of Business English to the company
- c. Practicing the professionalism and ethic behavior in working area

3. For Business English Study Program

As a curriculum evaluation material, adjusting between the learning materials and work practice required.

4. For Universitas Negeri Makassar

Forging relation between Universitas Negeri Makassar and PT Pertamina (Persero) MOR VI

5. For PT Pertamina (Persero) MOR VII

a. Forging relation between PT Pertamina (Persero) MOR VII and Universitas Negeri Makassar

b. Realizing the role of companies in improving human resources through educational institutions.



## **CHAPTER V**

### **CONCLUSION AND SUGGESTION**

#### **A. Conclusion**

After conducting the internship at PT Pertamina (Persero) Marketing Operation Region (MOR) VII, insight and practices on communications skills particularly in communicating with staff and answering the telephone, computer and application in Misrosoft word and Microsofr excel, management in managing, archiving, replicating, scanning, and distributing letter and documents, and interpersonal skills (discipline, cooperative, and sincere) are demanding skills and abilities which can help finish and complete the job.

#### **B. Suggestions**

The intern gives some suggestions as follows :

##### **1. For Students of Business English Study Program**

PT Pertamina (Persero) Marketing Operation Region VII Makassar is recommended to conduct an Internship

##### **2. For Business English Study Program, Universitas Negeri Makassar**

- a. Business English study program should provide the students with earlier basic knowledge about internship before they are placed in the company or office, such as introducing about the working world and busines world for student

- b. The lecturers of Business English study program should help the students to choose the right or good place to do internship or to recommend some places to do their internship.
  - c. Business English study program should keep up cooperation with many companies or office in accordance with the study program.
3. For PT Pertamina (Persero) MOR VII
- The general section should do rolling for all the interns to make them get more experience in a different place.

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Business English Program. 2020 : *Panduan Penulisan Laporan Praktek Kerja Lapangan*. Makassar : FBS UNM.

## APPENDICES

### I. Attendance List

**PELAKSANA PRAKTEK KERJA LAPANGAN  
PROGRAM STUDI BAHASA INGGRIS D-III  
AGENDA HARIAN PESERTA PRAKTEK KERJA LAPANGAN**

Nama : Nur Fadhillah

Nim : 1752132016

Tempat / Unit kerja : PT Pertamina (PERSERO) MOR VII

Waktu PKL : 10 Juni 2019 – 09 Agustus 2019

No	Hari, Tanggal	Durasi (Jam)	Kegiatan	Paraf Pembimbing
1	Senin 10 Juni 2019	7:15 - 17:00	<ul style="list-style-type: none"> <li>- Halal bihalal</li> <li>- Pertemuan</li> <li>- Mengantarkan seragam dan baki pekerja ke bagian Lubricant.</li> <li>- Mengantarkan seragam dan baki pekerja ke bagian ATK</li> <li>- Mengantarkan kontrak rumah dinas</li> <li>- Mengarsipkan dokumen kontrak rumah dinas</li> </ul>	4
2	Selasa 11 Juni 2019	7:15 - 16:55	<ul style="list-style-type: none"> <li>- Mengantarkan dokumen pertanggungjawaban unit ke fungsi Finance.</li> <li>- Mengantarkan dokumen SP3 ke fungsi finance</li> <li>- Menyerahkan dokumen untuk ditandatangani manager Hc</li> <li>- Revisi dokumen</li> <li>- Mengantarkan dokumen pengaduan kontak dari TKSP Marine 2019 ke P&amp;C</li> </ul>	4
3	Rabu 12 Juni 2019	7:20 - 17:00	<ul style="list-style-type: none"> <li>- Meminbar (scan) dokumen kontrak rumah dinas</li> <li>- Mengarsipkan dokumen kontrak</li> <li>- Mengantarkan kontrak rumah dinas</li> <li>- Mengantarkan kwitansi pembelian listrik ke fungsi Asset.</li> </ul>	4
4	Kamis 13 Juni 2019	7:30 - 17:00	<ul style="list-style-type: none"> <li>- Mengantarkan baki pekerja untuk manager Asset.</li> <li>- Mengarsipkan dokumen kontrak</li> <li>- Mengantarkan seragam untuk manager comm &amp; pel</li> <li>- Meminbar (scan) notulen rapat</li> <li>- Mengantarkan dokumen nota, kontrak pengisian rumah sewa ke fungsi legal</li> </ul>	4
5	Jumat 14 Juni 2019	6:30 - 17:00	<ul style="list-style-type: none"> <li>- Serah terima</li> <li>- Mengantarkan tugas sekretaris (menarik telepon) karena laci keluar</li> <li>- Meminbar dokumen ke fungsi ATK</li> <li>- Mengantarkan dokumen ke bagian IFM</li> <li>- Mengantarkan surat edaran ketentuan pelaksanaan cuti bersama bagi TKSP ke PT. Pertamina (Persero) International.</li> </ul>	4

6	Senin 17 Juni 2019	7:00 - 16:50	<ul style="list-style-type: none"> <li>- Mengantarkan dokumen SP3 Central biaya akomodasi GM MOP-UI ke fungsi Finance.</li> <li>- Mengantarkan dokumen <del>ke</del> BPI ke bagian ATK dan Auiasi</li> <li>- Meminimal (scan) sertifikat Peserta Pelatihan dan sertifikat kehumasan</li> <li>- Mengantarkan dokumen untuk <del>stampa</del> tangani ke fungsi Internal Aust.</li> </ul>	4
7	Selasa 18 Juni 2019	7:15 - 17:00	<ul style="list-style-type: none"> <li>- Mengantarkan surat Perjanjian Kerja waktu tidak Tertentu ke fungsi Asset, Retail, &amp; Host</li> <li>- Mengantarkan berkas ke bagian ATK</li> <li>- Melakukan wawancara pihak <del>sambut</del> GM MOP-UI</li> <li>- Meminimal (scan) <del>dan</del> surat rumah <del>siwa</del></li> <li>- Mengantarkan surat rotasi TSP ke PT Pustaka Usaha Interland.</li> </ul>	4
8	Rabu 19 Juni 2019	7:05 - 16:00	<ul style="list-style-type: none"> <li>- Persiapan acara Sosialisasi &amp; Go Live outsourcing Management System (OMIS)</li> <li>- Registrasi Peserta Sosialisasi</li> <li>- Mengumpulkan surat pengalaman Dinas (SPD) Peserta untuk <del>stampa</del> tangani.</li> </ul>	4
9	Kamis 20 Juni 2019	7:10 - 16:45	<ul style="list-style-type: none"> <li>- Persiapan acara Sosialisasi &amp; Go Live outsourcing Management System (OMIS) hari ke-2</li> <li>- Registrasi Peserta Sosialisasi</li> <li>- Mengumpulkan surat pengalaman Dinas (SPD) untuk <del>stampa</del> tangani</li> </ul>	4
10	Jumat 21 Juni 2019	6:40 - 16:50	<ul style="list-style-type: none"> <li>- Senam Pagi</li> <li>- Mengantarkan konsep surat Perjanjian Kerja rumah ke fungsi Legal</li> <li>- Mendistribusikan undangan acara pihak <del>sambut</del> GM MOP-UI ke fungsi IT, Retail, IFM, Dongas dan ke ruangan GM</li> <li>- Menyajikan plakat up <del>acara</del> pihak <del>sambut</del></li> </ul>	4
11	Senin 24 Juni 2019	7:10 - 16:50	<ul style="list-style-type: none"> <li>- Mengantarkan Dokumen Kearsangan GM</li> <li>- Merevisi Dokumen</li> <li>- Mengantarkan dokumen program dan Voucher ke bagian ATK</li> <li>- Mengantarkan nota <del>permintaan</del> <del>Permintaan</del> Perangkat ke fungsi IT</li> </ul>	4
12	Selasa 25 Juni 2019	7:15 - 16:50	<ul style="list-style-type: none"> <li>- Mengantarkan Paket dan dokumen ke ATK</li> <li>- Mengantarkan dokumen <del>perumputan</del> <del>Perumputan</del> rumah <del>siwa</del> ke fungsi Auiasi</li> <li>- Mengantarkan <del>tk</del> Mandiri &amp; BPI ke fungsi Marine, Auiasi dan ATK</li> <li>- Menyiapkan satu Jarak antar <del>gareh</del> MOP-UI</li> </ul>	4

13	Rabu 26 Juni 2019	7:10 - 17:00	<ul style="list-style-type: none"> <li>- Menginput data daftar kontrak rumah</li> <li>- meminput (scan) surat pengisian kerja waktu kerja tertentu.</li> <li>- Membawa sertifikat + voucher pelatihan sebagai kebagian ATK</li> <li>- Merekap kuitansi perjalanan Habibie Airun Run per-pare 2019.</li> </ul>	4
14	Kamis 27 Juni 2019	7:10 - 17:00	<ul style="list-style-type: none"> <li>- Meminput (scan) nota biaya latihan Golf dan biaya transportasi pelatih paduan suara.</li> <li>- Rekap kuitansi perjalanan Habibie Airun Run per-pare 2019</li> </ul>	4
15	Jumat 28 Juni 2019	7:05 - 17:00	<ul style="list-style-type: none"> <li>- Serah Pensi</li> <li>- meminput (scan) surat</li> <li>- Mengantarkan kontrak sewa rumah dinas</li> <li>- Mengantarkan berkas ke fungsi TS</li> </ul>	4
16	Senin 1 Juli 2019	7:20 - 17:00	<ul style="list-style-type: none"> <li>- Mengarsipkan berkas</li> <li>- Meminput (scan) penunjukan penempatan rumah dinas</li> <li>- Mengantarkan dokumen ke fungsi Administrasi dan ATK</li> <li>- Membuat tabel agenda kegiatan</li> <li>- meminput (scan) surat Tugu Mansin</li> <li>- Mengambil dokumen ke ruangan GM</li> </ul>	4
17	Selasa 2 Juli 2019	7:15 - 17:10	<ul style="list-style-type: none"> <li>- Merevisi dokumen</li> <li>- Memeriksa kelengkapan surat Pengantaran rumah dinas</li> <li>- Mengantar dokumen Tugu Mansin ke ATK</li> <li>- Mengarsipkan dokumen</li> <li>- Mengantarkan dokumen ke fungsi finance</li> <li>- Mengoreksi dan menghitung biaya lembur</li> </ul>	4
18	Rabu 3 Juli 2019	7:20 - 16:45	<ul style="list-style-type: none"> <li>- Mengantarkan surat penunjukan penempatan rumah dinas ke fungsi PBC &amp; cancel</li> <li>- meminput (scan) surat penunjukan rumah dinas, kontrak sewa rumah dinas an. Maryam</li> <li>- Mengantarkan kontrak sewa rumah dinas</li> <li>- Memeriksa kelengkapan surat perintah dinas (SPD)</li> </ul>	4
19	Kamis 4 Juli 2019	7:10 - 17:00	<ul style="list-style-type: none"> <li>- Mengantarkan dokumen surat an. Maryam Transm ke ATK</li> <li>- Mengoreksi dan menghitung biaya lembur dengan menggunakan TSP</li> <li>- Mengantarkan dokumen surat penunjukan PBC Pembayaran (SP3) ke fungsi finance</li> </ul>	4



20	Jumat 5 Juli 2019	7:00 - 17:00	<ul style="list-style-type: none"> <li>- Serah Pagi</li> <li>- Mengantarkan konsep surat Persetujuan Sewa Rumah an Ibu Nurul Ungsih, Safudin Biza ke fungsi Legal</li> <li>- Mengantarkan konsep penunjukan penempatan rumah kontrak tspt La Tuba ke fungsi finance</li> </ul>	4
21	Senin 8 Juli 2019	7:15 - 17:00	<ul style="list-style-type: none"> <li>- Mengantarkan penunjukan penempatan rumah kontrak an Sigit ke fungsi Admin</li> <li>- Mengantarkan penunjukan penempatan rumah kontrak ke fungsi counsel</li> <li>- Menparikes &amp; kelengkapan surat perintah Lembur TSPK makassar, Palopo, DPPU Hasanuddin dan Depot LPS.</li> </ul>	4
22	Selasa 9 Juli 2019	7:20 - 16:45	<ul style="list-style-type: none"> <li>- Membuat kwitansi Biaya listrik Periode bulan Mei dan Juni 2019</li> <li>- Mengantarkan konsep surat persetujuan Sewa rumah an. Bpk Safudin Biza dan Nurul Ungsih ke fungsi Legal</li> <li>- Mengantarkan penunjukan rumah dinas ke fungsi PEC</li> <li>- Rekap tagihan TKSP.</li> </ul>	4
23	Rabu 10 Juli 2019	7:10 - 16:45	<ul style="list-style-type: none"> <li>- Mengantarkan kontrak rumah dinas an Retno Periwatari ke fungsi Legal</li> <li>- Meminta (scan) surat mutasi an. Angga Kusuma.</li> <li>- Memeriksa tagihan TKSP</li> <li>- Mengantarkan bea cukai kontrak sewa rumah dinas ke bagian ATK</li> </ul>	4
24	Kamis 11 Juli 2019	7:25 - 16:40	<ul style="list-style-type: none"> <li>- Memeriksa tagihan biaya TKSP PT Pertamina Periode Juli</li> <li>- Memeriksa kelengkapan kwitansi/ bukti pembayarannya Lembar TKSP</li> </ul>	4
25	Jumat 12 Juli 2019	-	1210 Margurus Beasiswa & kampus.	4




26	Senin 15 Juli 2019	-	1211 mengurus Beasiswa di kampus	4
27	Selasa 16 Juli 2019	7:15 - 13:00	<ul style="list-style-type: none"> <li>- scan surat pengajuan sewa rumah an irfan abubakar</li> <li>- mengantarkan surat penunjukan sewa rumah ke fungsi finance dan PEC</li> <li>- mengantar kelengkapan kontrak sewa rumah an. Angelina Gunardi dan maryam ke finance</li> <li>- merevisi dokumen</li> <li>- 1211 mengurus beasiswa &amp; kampus</li> </ul>	4
28	Rabu 17 Juli 2019	11:00 - 16:30	<ul style="list-style-type: none"> <li>- 1211 mengurus beasiswa &amp; kampus</li> <li>- mengantar dokumen pelaksanaan Perayaan pasabah 2019</li> <li>- memeriksa kelengkapan kwitansi perjalanan dinas wilayah sulutenggo</li> </ul>	4
29	Kamis 18 Juli 2019	07:00 - 16:30	<ul style="list-style-type: none"> <li>- Registrasi kegiatan sosialisasi Pengajaran Faja Bersama (ptb)</li> <li>- Memeriksa kelengkapan kwitansi perjalanan dinas wilayah sulsel</li> </ul>	4
30	Jumat 19 Juli 2019	07:00 - 16:30	<ul style="list-style-type: none"> <li>- Mengikuti acara pembukaan pertunjukan Hut RI ke-74 &amp; fun Color walk</li> <li>- Mengantarkan kontrak sewa rumah an ut Anis pauseri ke bagian ATK</li> <li>- Mengantarkan kontrak sewa rumah dinas an. Hysah Maryam ke fungsi finance</li> </ul>	4
31	Senin 22 Juli 2019	07:00 - 16:30	<ul style="list-style-type: none"> <li>- mengantar dokumen surat pensiun dan tugu mandiri ke fungsi ATK</li> <li>- Rasio tglan perjalanan dinas tksp wilayah sulutenggo dan sulsel, sultra &amp; PT Pattan lual</li> <li>- konfirmasi kecurian bukti transfer ke PT Pattan lual dan mengkonfirmasi kesediaan antara surat perjalanan dinas dan memorandum</li> </ul>	4

32	Selasa 23 Juli 2019	07:00 - 16:45	<ul style="list-style-type: none"> <li>- Menginput SP3 tagihan biaya lembur dan biaya TKSP premi shift dan extra feeding dan diantar ke finance</li> <li>- Memeriksa bukti transfer tagihan perjalanan dinas TKSP</li> </ul>	4
33	Rabu 24 Juli 2019	07:00 - 16:45	<ul style="list-style-type: none"> <li>- Memeriksa kelengkapan bukti transfer biaya TKSP</li> </ul>	4
34	Kamis 25 Juli 2019	07:15 - 16:50	<ul style="list-style-type: none"> <li>- Mempacking Paket kurun ke rumah Rintu, Raha, Poso, Gorontalo dan membawa ke ekspedisi</li> <li>- Membawa / mengantarkan dokumen SK PWT dan sertifikat ke fungsi Audit dan Pengas</li> <li>- Memeriksa kelengkapan kontak rumah dinas (check list)</li> </ul>	4
35	Jum'at 26 Juli 2019	07:10 - 16:45	<ul style="list-style-type: none"> <li>- Membawa dokumen ke fungsi IPI</li> <li>- Membawa / mengambil dokumen proposal lampa HET RI ke-74 dari fungsi Internal Audit</li> <li>- Membawa proposal lampa HET RI ke-74 ke GM untuk ditanda tangani</li> <li>- Mengantar kontrak sewa rumah dinas an M. Thani Uji dan Willy mewengking ke lampa</li> </ul>	4
36	Senin 29 - Juli - 2019	7:20 - 16:50	<ul style="list-style-type: none"> <li>- Mengantarkan kuitansi biaya listrik bulan Juni 2019 ke fungsi Asset.</li> <li>- Mengantarkan bukti permintaan konsumen ke Asset</li> <li>- Memeriksa (sewa) dan mengantarkan kontrak rumah dinas atas nama Saftudin Biga</li> </ul>	4
37	Selasa 30 - Juli - 2019	7:15 - 16:40	<ul style="list-style-type: none"> <li>- mengantar kontrak sewa rumah dinas an Willy H. mewengking ke fungsi Legal</li> <li>- Menyerahkan kunci rumah dan kom. ujung pausing plant an Yuri Hammarah ke Legal</li> <li>- mengantarkan kontrak sewa rumah</li> <li>- Mengantarkan dokumen SPD ke fungsi retail.</li> </ul>	4

Kamis 08 Agustus 2019	7:20 - 17:00	<ul style="list-style-type: none"> <li>- Membuat kupon kurban 2019 PT Pertamina</li> <li>- Mengajukan surat kontrak an willy</li> <li>- memeriksa pelengkapan Lembur TKSP</li> <li>- Mengantar dokumen ke finance</li> </ul>	4
Jumat 09 Agustus 2019	7:10 -	<ul style="list-style-type: none"> <li>- Mengajukan surat pengi</li> <li>- memeriksa kelengkapan Lembur TKSP</li> <li>- mengatur kupon kurban 2019 PT Pertamina 2019</li> <li>- mengantar dokumen ke finance</li> <li>- Rencanakan</li> </ul>	4

Makassar, 9 Agustus 2019

Pembimbing Instansi

  
Erda M. Lanny

## II. Evaluation Form

### PELAKSANA PRAKTEK KERJA LAPANGAN PROGRAM STUDI BAHASA INGGRIS D-III DAFTAR NILAI PESERTA PRAKTEK KERJA LAPANGAN

Nama Peserta : Nur Fadhilah  
Tempat /Unit Kerja : PT. Pertamina (Persero) MOR VII  
Waktu PKL : 10 Juni – 09 Agustus 2019

No.	Komponen yang di nilai	Nilai	Keterangan
I	Sikap		
	1. Penampilan	85	SB
	a. Kebersihan		
	b. Kerapihan		
	2. Disiplin	90	SB
	3. Perilaku	87	SB
	a. Sopan santun		
	b. Kejujuran		
	c. Kerjasama		
	4. Ketelitian	88	SB
	5. Tanggung jawab	88	SB
	6. Inisiatif	87	SB
	a. Kreatifitas		
	b. Aktifitas		
II	Prestasi		
	1. Pengetahuan	85	SB
	2. Keterampilan	88	SB
	<b>JUMLAH</b>		

Nilai =  $\frac{698}{8} = 87.25$

Nilai predikat = **A-** (Sangat Baik)

Mengetahui,  
Ketua Prodi Business English  
Jurusan Bahasa Inggris FBS UNM




Dr. Fatimah Hidayahni Amin, M.Pd.M.A  
NIP.19830222 2005012 002

Makassar, 9 Agustus 2019  
Pembimbing Teknis





### III. Internship Products



Makassar, 10 Juni 2019  
No. 187/K25330/2019-S8

Perihal : **Persetujuan Praktek Kerja Lapangan**

Yang terhormat,  
Wakil Dekan Bidang Akademik  
Universitas Negeri Makassar  
Di  
Tempat

R e f Surat No. 2659/UN36.5.2/DL/2019 tanggal 11 April 2019 perihal Permohonan Izin Melaksanakan PKL, dengan ini kami sampaikan bahwa permohonan untuk Praktek Kerja Lapangan Mahasiswa Fakultas Bahasa dan Sastra Universitas Negeri Makassar PT Pertamina (Persero) Marketing Operation Region VII atas nama:

No	Nama	Nim	Fungsi Penempatan PKL
1	Nisa Amalia Rachmadi	1752132001	IFM Region VII
2	Nur Ainun Hikmah	1752132006	IFM Region VII
3	Nur Fadilah	1752132016	HC Unit MOR VII


Dapat kami setuju dan terhitung mulai tanggal 10 Juni – 09 Agustus 2019 dan selama kegiatan dimaksud tidak bersifat konfidensial di Perusahaan kami.

Sebelum berakhir masa magang, mahasiswa diwajibkan menyerahkan hasil laporan PKL ke PT Pertamina (Persero) MOR VII cq HC Unit MOR VII sebagai pertanggungjawaban dan pembuatan surat keterangan telah melaksanakan magang melalui surat pengantar dari ketua Jurusan.

Berkaitan dengan hal tersebut, harap yang bersangkutan melapor ke HC Unit MOR VII Kantor PT Pertamina (Persero) Marketing Operation Region VII pada tanggal 10 Juni 2019 dengan mengenakan jas alnamater, membawa KTM, foto copy Kartu Kepesertaan BPJS, serta foto 3x4 (1 lembar).

Demikian kami sampaikan, atas kerjasamanya kami ucapkan terima kasih.

Direktorat SDM  
HC Unit Manager MOR VII,

  
Nurdin Tri Wibowo

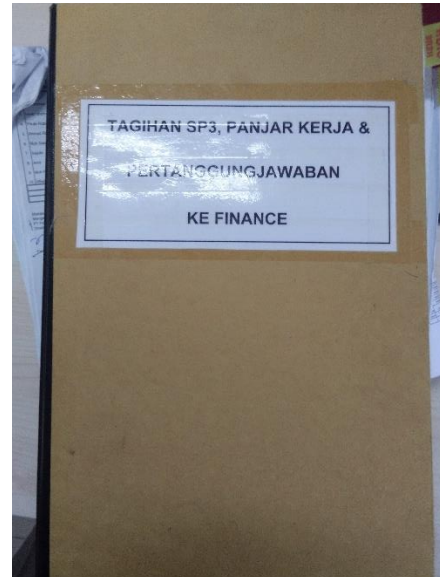
Tembusan :  
1. Industrial Fuel Mkt Region Manager VII

Marketing Operation Region VII  
Jalan Garuda No. 1  
Makassar 90125 Indonesia  
T +62 411 871181-4 F +62 411 857232 851841  
www.pertamina.com

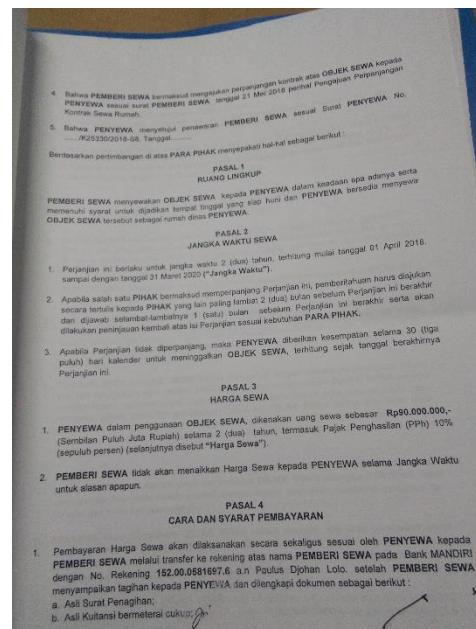
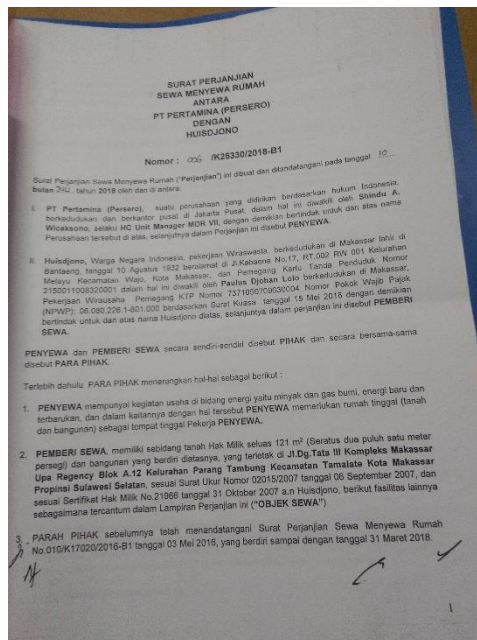
Letter of acceptance for internship in PT Pertamina MOR VII Makassar



Agenda book



Bills book for responsibility to finance



Letter of lease agreement for renting an official residence

**Surat Permintaan Proses Pembayaran (SP3)**

No. : K/17020/2016-54  
Tgl. : Juli 2019  
Area Manager Finance MOR VII  
HC Unit Manager MOR VII

Tersilahkan kirimkan dokumen pendukung pembayaran yang terdiri dari :

1. Copy Invoice \*)
2. Copy Faktur Pajak \*)
3. Good Receipt (GR)
4. Service Acceptance (SA)
5. Penhitungan Nilai Pembayaran (termasuk denda bila ada)
6. Copy SPB/Kontrak
7. Purchase Order (PO)
8. Copy Addendum Kontrak/PO (bila ada)
9. dll (bila ada)

\*) Asli Invoice, Kwitansi dan Faktur Pajak dikirim ke Fungsi Keuangan oleh Vendor

Untuk Pembayaran : Biaya Tenaga Kerja Jasa Penunjang (TKJP), Premi Shift & Extra Picking, BPJS (Ketenagakerjaan & Kesehatan) PT Pertamina Sultra tanggal 15 - 31 Mei 2019

Jumlah Pembayaran : Rp. 551.886.520 (Ind PPN 10% bila ada)  
Apar dibayarkan kepada : PT PATTMA INDAH INTERLAND  
Nomor Vendor : 123183  
Nama Vendor : PT PATTMA INDAH INTERLAND  
NPWP : 01.562.644.3.804.000  
Rekening Bank : Mandiri Cabang Sulawesi  
Rekening No. 152 - 0006706341  
a/n: PT Pattma Indah Interland

SPB/Kontrak No. :  
PO No. :  
SA/GR No. :  
Plant :  
Cost Center : A0801094, A0901053, A0801060, A0902025, A1508028, A1502248, A1105001, A1004001, A1505045, A0903414, A0801054, A1504003, A0804160, A1502051

Bersama ini kami menyatakan bahwa transaksi yang ditagihkan ini benar & abah untuk di bayar. Dokumen - dokumen terkait yang tidak dilampirkan pada Surat Permintaan Proses Pembayaran ini disimpan ditempat kami dan dapat diperlihatkan kepada Fungsi Keuangan apabila diperlukan

Demikian untuk dapat diterima dengan baik dan dapat dilaksanakan proses pembayaran lebih lanjut ditempat Saudara.

Menyetujui,  
HC Unit Manager MOR VII

Nurdin Tri Wibowo

## Incoming bill from PT Pattma Indah Interland

**PT. PATTMA INDAH INTERLAND**  
DEVELOPER, CONTRACTOR, SUPPLIER, TRADING  
INDONESIA  
Jl. Garuda Tugu Makasar TIF. 041-571281 ext. 7440 KODE POS 90125

Invoice No. : 241.0000219  
Tanggal : 24 May 2019  
Jenis : Invoice

Kepada Yth : PT. PERTAMINA (PERSERO)  
Marketing Operation Region VII  
G - Makassar

Dengan hormat,  
Terlampir kami kirimkan Invoice tagihan PT PATTMA INDAH INTERLAND dengan rincian sebagai berikut :

No	Nama	Keterangan	Sak Total	Kontribusi 7,5%	ppn 10%	Total
1	Dana U. Inda	Onsite Periode April 2019	1.000.000	42.950	4.500	1.047.450
2	Yogi D. Wibowo	Onsite Periode Januari 2019	1.000.000	105.380	10.250	1.115.630
3	Rizkiyati Rana	Onsite Periode April 2019	1.000.000	42.950	4.500	1.047.450
4	Rizkiyati Rana	Onsite Periode April 2019	1.000.000	42.950	4.500	1.047.450
5	Rizkiyati Rana	Onsite Periode April 2019	1.000.000	42.950	4.500	1.047.450
6	Rizkiyati Rana	Onsite Periode April 2019	1.000.000	42.950	4.500	1.047.450
7	Rizkiyati Rana	Onsite Periode April 2019	1.000.000	42.950	4.500	1.047.450
8	Rizkiyati Rana	Onsite Periode April 2019	1.000.000	42.950	4.500	1.047.450
9	Rizkiyati Rana	Onsite Periode April 2019	1.000.000	42.950	4.500	1.047.450
10	Rizkiyati Rana	Onsite Periode April 2019	1.000.000	42.950	4.500	1.047.450
11	Rizkiyati Rana	Onsite Periode April 2019	1.000.000	42.950	4.500	1.047.450
12	Rizkiyati Rana	Onsite Periode April 2019	1.000.000	42.950	4.500	1.047.450
13	Rizkiyati Rana	Onsite Periode April 2019	1.000.000	42.950	4.500	1.047.450
14	Rizkiyati Rana	Onsite Periode April 2019	1.000.000	42.950	4.500	1.047.450
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31	Rizkiyati Rana	Onsite Periode April 2019	1.000.000	42.950	4.500	1.047.450
32	Rizkiyati Rana	Onsite Periode April 2019	1.000.000	42.950	4.500	1.047.450
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56	Rizkiyati Rana	Onsite Periode April 2019	1.000.000	42.950	4.500	1.047.450
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96	Rizkiyati Rana	Onsite Periode April 2019	1.000.000	42.950	4.500	1.047.450
97	Rizkiyati Rana	Onsite Periode April 2019	1.000.000	42.950	4.500	1.047.450
98	Rizkiyati Rana	Onsite Periode April 2019	1.000.000	42.950	4.500	1.047.450
99	Rizkiyati Rana	Onsite Periode April 2019	1.000.000	42.950	4.500	1.047.450
100	Rizkiyati Rana	Onsite Periode April 2019	1.000.000	42.950	4.500	1.047.450

Jumlah Tagihan : 38.233.888  
Total : 38.233.888

Mohon bantuan bapak memproses pembayaran tagihan ini sebesar :  
Rp. 41.503.519 Empat Puluh Satu Ribu Lima Ratus Tiga Ribu Lima Ratus Sembilan Belas Rupiah

Ko Bank Mandiri Makassar An. PT Pattma Indah Interland no. Rek. 152.0006706341

1. SP3
2. Kwitansi
3. Invoice
4. Riwayat Deklarasi
5. Rekapitulasi Deklarasi
6. Penhitungan Deklarasi

Demikian untuk disampaikan, atas perhatiannya diucapkan terima kasih.  
PT Pattma Indah Interland

Dikirimkan  
TIDAH  
PATTMA INDAH INTERLAND

## Business trip bill from PT Pattma Indah Interland

**Surat Permintaan Proses Pembayaran (SP3)**

No. : K/17020/2016-54  
Tgl. : Juli 2019  
Area Manager Finance MOR VII  
HC Unit Manager MOR VII

Tersilahkan kirimkan dokumen pendukung pembayaran yang terdiri dari :

1. Copy Invoice \*)
2. Copy Faktur Pajak \*)
3. Good Receipt (GR)
4. Service Acceptance (SA)
5. Penhitungan Nilai Pembayaran (termasuk denda bila ada)
6. Copy SPB/Kontrak
7. Purchase Order (PO)
8. Copy Addendum Kontrak/PO (bila ada)
9. dll (bila ada)

\*) Asli Invoice, Kwitansi dan Faktur Pajak dikirim ke Fungsi Keuangan oleh Vendor

Untuk Pembayaran : Biaya Lembur Tenaga Kerja Jasa Penunjang (TKJP) PT Pertamina Substansi Kantor Unit & Substansi Mei 2019

Jumlah Pembayaran : Rp. 232.214.711 (Ind PPN 10% bila ada)  
Apar dibayarkan kepada : PT PATTMA INDAH INTERLAND  
Nomor Vendor : 123183  
Nama Vendor : PT PATTMA INDAH INTERLAND  
NPWP : 01.562.644.3.804.000  
Rekening Bank : Mandiri Cabang Sulawesi  
Rekening No. 152 - 0006706341  
a/n: PT Pattma Indah Interland

SPB/Kontrak No. :  
PO No. :  
SA/GR No. :  
Plant :  
Cost Center : A0801094, A0901053, A0801060, A0902025, A1508028, A1502248, A1105001, A1004001, A1505045, A0903414, A0801054, A1504003, A0804160, A1502051

Bersama ini kami menyatakan bahwa transaksi yang ditagihkan ini benar & abah untuk di bayar. Dokumen - dokumen terkait yang tidak dilampirkan pada Surat Permintaan Proses Pembayaran ini disimpan ditempat kami dan dapat diperlihatkan kepada Fungsi Keuangan apabila diperlukan

Demikian untuk dapat diterima dengan baik dan dapat dilaksanakan proses pembayaran lebih lanjut ditempat Saudara.

Menyetujui,  
HC Unit Manager MOR VII

NURDIN TRI WIBOWO

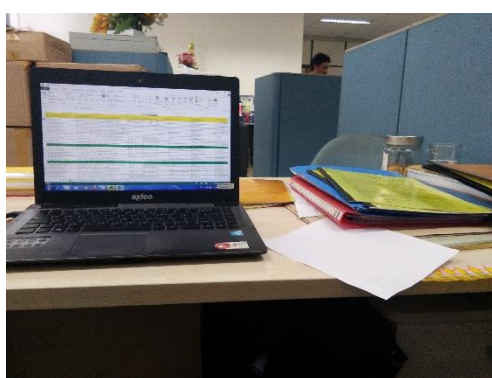
## Overtime bill from PT Pattma Indah Interland



#### IV. Documentation



The room situation at HRD PT Pertamina MOR VII



Inputting the data



Attended Halal bi halal





Fun Color Walk at PT Pertamina MOR VII



Write a list of bills



Preparing Sosialisasi & Go Live Outsourcing Management System (OMS) event

## CURRICULUM VITAE



Nur Fadhilah, was born in Ujung Pandang on April 14<sup>th</sup>, 1999. She is the first daughter of Sabaruddin and Siti Salwiah. She is moslem. She has two younger sisters, their name are Isnaeni Ramadhani and Ilmi Fayumi and one younger brother the name is Muh. Zargawi. Her hobbies are reading a novel and watching a movie.

She finished her Elementary School at SD Negeri Maccini II Makassar in 2011, and than continued to Junior High School at SMP Negeri 22 Makassar and graduated in 2014. After that, she continued Senior High School at MAN 2 Makassar and graduated in 2017.

In 2017, she has been accepted as a student in English Department special in Business English Study Program, Faculty of language and Literature, Universitas Negeri Makassar